



Robert and Patricia Switzer Foundation

Fellows Advisory Committee (FAC) Terms of Reference

Updated: August 2023

Purpose

The purpose of the Fellows Advisory Committee (FAC) is to advise the Board of Trustees and staff about the foundation's strategies, programs, and activities. The FAC also provides a means for Switzer Fellows to contribute their wisdom and experience back to the foundation and ensure that its programs and activities are relevant for all new fellows and fellowship alumni. Through the FAC, fellows can learn more about the operations of the foundation, expand their professional networks, develop leadership experience in organizational governance, and be considered for future service as a trustee, as was hoped for by the founders.

Committee duties:

The FAC will serve as advisors to the foundation's board and staff, and contributors to the foundation's programs. Responsibilities of the FAC include:

Advisory:

- Strategic planning and program evaluation
- Fellowship and grant selection criteria and processes
- Organizational policies and practices

Contributory:

- Fellowship outreach and recruitment
- Fellowship application reviews and interviews
- Grant proposal reviews and recommendations
- Switzer Fellow alumni engagement and cultivation
- Switzer Network event planning and hosting
- Foundation partnerships and representation

Membership and structure:

The FAC is composed of 8-10 Switzer Fellows alumni, selected to represent a variety of cohorts, expertise, sectors, geography, gender, educational background, race and ethnicity.

FAC members are selected via a nomination process. Switzer Fellows alumni may be nominated by other fellows, foundation staff, trustees, or themselves. Interested candidates are invited to submit a statement of interest, and new members are selected by a FAC subcommittee, considering the criteria for representation described above.

The FAC meets quarterly, by video conference. FAC representatives may also be invited to participate in Board of Trustees meetings to present the committee's perspectives on specific issues.

All FAC members share responsibility for committee oversight, and leadership of the committee will rotate, with a FAC Chair selected annually from among the members. Decisions should preferably be made by consensus, defined as either a unanimous decision or one in which those holding a minority view agree to support the majority. Minutes will be taken at all FAC meetings and made available to all committee members. The Program Director is the foundation staff liaison to the FAC.